

Santa Rosa County  
Local Mitigation Strategy  
Bylaws Subcommittee Meeting  
Milton, Florida  
March 26, 2003

The Santa Rosa County AdHoc committee, a subcommittee of the Santa Rosa County Local Mitigation Strategy Committee, met on the above date. The following people were present at this AdHoc Committee: Scott Paul, Linda Carden, Rosalyn Bates, Marie Greene, Beckie Faulkenberry, Jerrie Lewis, and Paula Davis. Davis called the meeting to order at 1:30 p.m. This was an informal meeting to go over recommendations for the committee by-laws.

Lewis gave everyone in attendance a handout of the revised bylaws for consideration by the AdHoc committee (Attachment A-in the file). She said the by-laws would be approved one paragraph at a time. Lewis said anything with strike out or underline has been either added or changed. She said these were the changes the committee is approving along with any other changes recommended by the Ad-Hoc committee. She said she talked to Davis, and they both decided the title should be left as LMS (Local Mitigation Strategy Task Force); she clarified why this would be the name of the committee.

**ARTICLE I.**

Lewis said she added a couple of things under Article I. She said the committee can not decrease the vulnerability of citizens, etc., to future hazards, but they can "plan" for a decrease. Article I was approved without objection.

**ARTICLE II. MEMBERSHIP**

There was discussion on the completion of a member information form. Lewis said this form, once completed, would be submitted to the task force chairman or the support planner for acknowledgement. Lewis said this was up for discussion. Davis said it makes sense to have someone sign off on the membership form, not necessarily the chairperson. Article II was approved without objection.

**ARTICLE III. ORGANIZATIONAL STRUCTURE**

Lewis said this structure was narrowed down to three components: the steering committee, the working committee, and a support planner. She said the steering committee would be a nucleus of people designated for voting and decision making. The working committee would be anyone and everyone who wants to. She said the support planner will help facilitate and coordinate the works of all committees. No one had objections to narrowing the committees down to the three discussed Article III was approved without objection.

**A. The Steering Committee**

Lewis said she basically kept the generic example but enhanced it a bit. She said these revisions would allow the committee to have alternates (one volunteer or one appointed alternate).

Faulkenberry spoke with concern on how the members were appointed. She said it does not seem to give anybody final authority on who can be on the committee and who can not, in terms of the voting steering committee. Faulkenberry said her preference would be local government representatives be appointed (not volunteers) by their municipality. She said then you have a person from local government who is truly authorized to make decisions, but also this moves it to the decision making level where they are very much aware of what is going on. Faulkenberry said organizations should recommend to the County who they want to represent them on the steering committee; individuals should be appointed by their commissioners.

Rosalyn Bates said this works fine for city, county, and state governments, but she said she does not think this will work with organizations outside the government loop.

Faulkenberry said we either need to identify specific organizations that have a voting position and let them send whoever they want; or have the leadership within the organization say who they want for their voting representative then have the county approve it. She said every other committee the county has is appointed by the County Commission. Faulkenberry said everything being done is very significant policy information and at some point it is going to be regulatory. She said the policies will be so significant to local government, she feels they should have the ability to approve who is going to be doing the voting on this committee.

Scott Paul agreed a county representative needs to be involved in the process and should be able to make certain voting decisions; he said there are not any county representatives involved in the process enough to be making any of the calls, other than the people already on the committee.

Lewis said she received a call from the secretary to the Board of Commissioners where the commissioners had appointed Commissioner Bob Cole to the LMS Committee. She said she has sent him information but had not received any communication from him. Lewis said she also copied him when she e-mailed the by-laws just to let him know they are trying to formalize and organize the committee.

Davis said she understood where Faulkenberry was coming from because without the committee being formalized, it is lacking legitimacy. There was a lot of discussion on who should be on this committee, and who should control who gets to be on the committee. Faulkenberry said she feels there is a real problem if it is left open to everyone with no bodies deciding who can vote; she feels maybe there should be a list of standing organizations that can send their own representative. Faulkenberry said she thinks it is a real problem if it is open to everyone. Lewis said the requirement and intent of the DMA2K is for absolute open participation from everyone. Bates said this is a federal requirement and Lewis agreed. Carder said the working committee is a committee that involves everyone, but she agrees someone needs to be in charge. Davis said nobody is going to be excluded. Bates asked how the organizations will be chosen for representation on the steering committee. Davis said the organization will have to express interest to the commission. Bates asked what the parameters will be for who can be on the committee and who can not be on the committee. She said there will be a problem the minute someone feels excluded, and this will change the atmosphere of the whole committee purpose. Lewis said she would think very seriously before she went forward with what is being proposed. She said she does not think it is the spirit of the intent of the federal law. Lewis said every municipality needs to be participating, and the participation has to be documented. She said every municipality has to adopt a resolution of the plan in order to ensure their own individual eligibility for future grant money. Faulkenberry said this is why she feels someone is going to want to have say in who is making the decisions.

Davis said she was also concerned. She said not so much as pointing to a limiting factor but a legitimizing factor. Davis said the intent of this was not to be governmental driven; it is a community wide process and everyone needs to have their say in it because it affects everyone. She said the reality is that it is driven by a governmental rule, and it is going to be revised and rated in the governmental fashion. Davis said the only way she can think of legitimizing the steering committee is to make it appointed.

Faulkenberry asked the word volunteer be deleted in all of the bullets under The Steering Committee. She said she thinks representative and alternate should be the replacement for volunteer. Davis asked if the committee would go along with having the Board of Commissioners approve a list submitted every six months or every quarter if there were any additions; the Board of Commissioners could then vote on the list submitted, and this would solve the legitimacy issue. Faulkenberry asked about possibly submitting an information report to the Board of Commissioners; this way they are kept in the information loop.

All agreed there should be certain questions asked on the member information form so different organizations can clarify who they appoint and whether or not they have voting permission and speaking privileges for that organization. Lewis said there would be a membership form for the working committee and a different membership form for the steering committee. She said the steering committee membership form will have all of the control factors built in; it should suggest the person must have authority from the organization to propose and implement mitigation initiatives. This same form should also include contact information to verify authority.

Carden said she feels the different departments of the County should be voting members. All agreed there should be a bullet for the County and a bullet for Municipality. The members agreed there needs to be appointed representatives from each of the departments within Santa Rosa County for those who choose to participate (this will be added as a new bullet). Lewis said written invitations will have to be provided and sent out to ensure a well balanced representation.

Lewis asked who was going to be allowed to make formal motions. Faulkenberry said it would depend on which group is meeting. Paul said when the entire committee comes together; everyone in the room should be able to make motions, but only the steering committee votes. Faulkenberry said she sees the working group pulling together to make recommendations to take to the decision making body which is the steering committee.

The Steering Committee under Organizational Structure was approved without objection based on some changes (Attachment A-in the file).

B. The Working Committee

This section was approved without objection with no additional changes.

**ARTICLE IV. TASK FORCE OFFICERS**

This section was approved without objection and no additional changes.

**ARTICLE V. ROLES AND RESPONSIBILITIES**

A. Steering Committee

This section was approved without objection and no additional changes.

B. Working Committee

This section was approved without objection and no additional changes.

C. LMS Support Planner

This section was approved without objection and no additional changes.

**ARTICLE VI. AUTHORIZED COUNTY POINT OF CONTACT.**

Davis said the person designated in this section would be the authorized designated point of contact. She said she discussed this with Lewis, and Davis thought the point of contact should be the Emergency Management Director. Davis said this still had to be approved by Hunter Walker. All members in attendance approved this designated point of contact without objection.

**ARTICLE VII. ACTIONS BY THE TASK FORCE**

A. Authority for Actions

This section was approved without objection and no additional changes.

B. Meetings, Voting, and Quorum

Faulkenberry said if you are talking about a minimum of 7 to 10 days notice of meetings, it should just be 7 days. All members in attendance approved this change. This section was approved without objection.

C. Public Hearings/Meeting

There were some wording changes in this section (Attachment A-in the file). There was discussion on advertisement of the public meetings within this section, and advertisement was agreed upon. All decided to do away with the word Hearing in the title and throughout the document. This section was approved without objection.

D. Documentation of Actions

Davis said she will check with Hunter Walker to make sure the County's Clerk's office would serve in this capacity. Kelly Hobbs, recording secretary, expressed concern on this organization, membership, and rules for the committee.

Faulkenberry asked who is responsible for approving the by-laws everyone just went over. Davis said a vote will be taken on the by-laws by everyone in attendance at the next meeting. Faulkenberry said when the committee asks the Board of Commissioners to appoint people to the steering committee, she recommends Hunter Walker giving the Board of Commissioners

a list of who he wants appointed to the committee. She said this was how the Joint Land Use Study (JLUS) committee was formed.

Faulkenberry asked who was going to be responsible for the funding issue. Davis told Lewis they needed to decide on an amount to ask the County for. Davis said once an amount is decided, she will take the information to Hunter Walker. There will be money received from FEMA which will go directly to the West Florida Regional Planning Council as part of the funding. Once this amount is known, Lewis will know how much money to ask the County for.

**ARTICLE VIII. ADOPTION OF AND AMENDMENTS TO THE BYLAWS**

This section was approved without objection and no additional changes.

**ARTICLE IX. DISSOLUTION OF THE TASK FORCE**

This section was approved without objection and no additional changes.

Lewis said she would make all of the changes approved today and create a new copy of the by-laws. Davis said the new by-laws will be discussed at the next meeting.

There being no further business to come before the committee at this time, the meeting adjourned at 3:50 p.m.